

**CITY OF PORT WASHINGTON  
BOARD OF PUBLIC WORKS  
MINUTES  
TUESDAY, NOVEMBER 8, 2016**

**ROLL CALL:** Chairman Craig Czarnecki called the Board of Public Works meeting to order at 5:57 pm in the Lower Level Conference room at the City Hall. Members present: Jason Wittek, Paul Neumyer, and Mike Ehrlich. Also present were: City Engineer Rob Vanden Noven, and Water Supt./Street Commissioner Dave Ewig, Wastewater Super. Dan Buehler, James Hoile, Jon Crain, and Dave Kleckner. Absent and excused: City Administrator Mark Grams, Eric Ryer and Kevin Rudser.

The Board of Public Works members went outside to view the new Front End Loader for the Street Department.

**Chairman's Business:** There was none.

**Approval of Minutes for July 12, 2016: MOTION BY PAUL NEUMYER and seconded by JASON WITTEK to approve the minutes as presented. Motion carried unanimously.**

**Public Comments/Appearances:** There was none.

**Old Business:** There was none.

**New Business:**

**A. Consider 2017 Tree Purchase:** City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that Jon Crain has put together the specs and planning for the tree purchase. These trees fulfill the City's agreement to plant trees in the Bielinski and Misty Ridge Subdivisions fill gaps on street improvement projects in 2016 and 2017, and replace trees lost to EAB and other causes in various locations within the City. A total of 617 trees will be planted. Misty Ridge will get 20 trees, 234 trees will go to the 2016-2017 Street Improvements, EAB and other miscellaneous causes will have 104 trees, and 259 trees will be used for miscellaneous replacements. The total cost for these trees is \$56,431. 417 trees will be planted the spring and 200 will be planted in the fall. Jon Crain reviewed his plan with the Board Members. **MOTION BY MIKE EHRLICH AND SECONDED BY JASON WITTEK to approve the purchase of street trees as presented. Motion carried unanimously.**

**B. Consider Change To Brush Collection Policy:** City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that with the spread of Emerald Ash Borer, it is anticipated that there will be an explosion in the number of dead Ash trees on private property beginning immediately and lasting several years. Most homeowners will hire private contractors to remove their trees, and it is critical that the contractors chip the brush and not leave it for the City to collect. While we have no count of the number of private ash trees in the City, if it is assumed that each home has on average one Ash tree approximately 3000 Ash trees will need to be removed in the next 2 years. If each Ash tree is left by the removal contractor and it takes 20 minutes to chip, our workforce could conceivably be responsible for 3,000 trees @ 20 minutes per tree = 60,000 minutes = 1,000 hours of chipping for a two-man crew, and we do not have the personnel or equipment to absorb that additional work. In order to encourage homeowners to hire their own tree removal contractor to chip the brush rather than leave it for City Staff, staff is recommending that the limit for "free" chipping be capped at

ten minutes (it is currently 20 minutes) and a flat rate be charged after 10 minutes (5-minute minimum) rather than our current practice of charging a rate that varies depending on who is chipping that day. Staff is recommending a new chipping policy; the first 10 minutes are “free”. The City will charge \$110.00 per hour (adjusted yearly) = \$1.83/minute after 10 minutes with a 4-minute grace period. For example, a homeowner would only be charged if the total time spent chipping were 15 minutes or greater, and they would be charged 15 minutes minus 10 minutes = 5 minutes x \$1.83 = \$9.16 plus a \$10 administrative fee = \$19.16. **MOTION BY MIKE EHRLICH AND SECONDED BY CRAIG CZARNECKI to approve the changes to the Brush Chipping Policy as presented starting in April 2017. Motion carried unanimously.**

**C. Consider Charging Fees For Barricades:** City Engineer Rob Vanden Noven reviewed this item with the Board Members. He stated that currently, our Street Department has a policy of loaning barricades to any resident or contractor who requests them, at no charge. This can result in lost or damaged barricades as well as the cost of staff time in assisting the “borrowers”. At the recent League of Wisconsin Municipalities conference, Staff discovered that with only one exception, no other municipality loans out barricades. Staff is proposing that the City continue to provide barricades, but at a fee. Staff proposes a fee schedule which would have a \$25 administrative fee for barricades usage, plus \$5/day for usage of up to 5 barricades (large or small). Lost or damaged barricades would be billed at \$50/barricade for replacement. A maximum of 5 barricades will be rented per party. Barricades for block parties/special events will continue to be provided at no charge. Staff recommends creating a barricade usage form and fees charged as described. **MOTION BY CRAIG CZARNECKI AND SECONDED BY PAUL NEUMYER to approve the new barricade policy with fees as presented. The City Attorney should review this item. Motion carried unanimously.**

**Project Updates:**

- A. 2016 Street and Alley Improvements: This project is finished. They did a great job and there was no overage in the budget.
- B. Greystone Sidewalks: Sidewalks are all in; the landscapers are still working out there.
- C. Sauk Road Sidewalks: Sidewalks are in from STH 32 to Harris Drive and from East Sauk Road to the Ansay Subdivision.

**Forthcoming Events:** 2017 Street Improvement PIM on December 6, 2016 in the Common Council Chamber from 5:00 pm to 7:00 pm.

**ADJOURNMENT: MOTION BY CRAIG CZARNECKI AND SECONDED BY JASON WITTEK to adjourn the meeting at 7:00 p.m. Motion carried unanimously.**